

**MUNICIPAL FLOOD CONTROL GRANT PROGRAM
APPLICATION SUBMITTAL FORMAT FOR:
Project Description and Property Management Plan**

All grant applications for the Municipal Flood Control Grant Program must include a project description and property management plan that describes the benefits and natural values of the project and explains how those values will be maintained over time. Decisions regarding project funding are based, in part, on information in this document. It should also serve as a long-range planning tool for the project grantee.

The following points need to be addressed in your project description and property management plan. If some of the issues are not applicable, please indicate they are not and explain why. Some sections may require more detail than others, depending on the type of project.

1. Primary goals of the project:

Provide a concise statement explaining the benefits of the project and why the site should be a flood control project:

2. Description of the site:

Indicate the size of the project and describe the natural features of the land; provide information about natural communities, land cover, species, topography, water resources, and special features. If the project includes a number of parcels of land, indicate the number of parcels with legal description to be acquired with this grant:

Describe existing conditions, present threats, current uses, surrounding land use, and provide a five year history of past uses for each property:

3. Existing structures:

Describe flood related damage of existing structures on each property to be acquired with this grant:

Indicate in detail the flood control benefit of the removal of structures if applicable for the project for each property:

Indicate in detail the flood control benefit of flood-proofing and elevation of structures if applicable for the project:

4. Problems:

Describe any problems such as exotic species, archeological and historic features, dumps, toxic or hazardous wastes and contamination, debris which needs to be removed, environmental intrusions such as overhead power lines, etc.:

5. Level of support:

Describe the level of support for the project from other affected management units and the community. Identify other groups or management units that will be involved, their relationship to the proposal and their levels of financial support:

6. Public access:

Public access is required under section NR 199.10(2)(c) Wis. Adm. Code which prohibits closing the purchased property to the public except where the DNR has determined that closure is necessary to protect wild animals, plants or other natural features. Describe how the public will be able to access the site. If no public access is planned, explain why not:

7. Property transactions:

No grant may be awarded to acquire property through the "Power of Eminent Domain." Describe the procedure used to acquire property from willing seller:

Indicate any reversionary rights, restrictions, or covenants that exist for each property:

The property purchased with this grant shall be maintained as permanent open space use as required in section NR 199.04(7) Wis. Adm. Code. There may be no activity that adversely affects the natural flow of surface waters. Describe how this requirement will be implemented:

8. Local Match Requirement:

The local share of the project cost may not be less than 30% of the eligible project cost. All sources of local share donation must be indicated when the grant application is submitted:

Provide all sources of local share donation:

Provide value of donated, non-professional labor equal to the prevailing federal minimum wage requirements (hourly rate X hours = cost and to be established by invoice for reimbursement):

Provide value of donated equipment (not to exceed the Wisconsin DOT rates and to be established by invoice for reimbursement):

Provide value of donated materials and professional services (conform to market rates and to be established by invoice for reimbursement):

Indicate the 30% of the fair market value amount of the property donation for purchase: \$_____

List any federal funding for use as the 30% local share (any other state funding is not eligible):

9. **Record maintenance requirements:** The grant recipient shall maintain detailed records of grant expenditures to show that grant funds were used for purposes for which the grant was made. The grant recipient shall keep all financial records, including invoices and canceled checks or bank statements that support all project cost claimed for inspection by the DNR for 4 years after final payment. (NR 199.09(4))

Describe the record keeping methods used to account for all project funds in conformance with generally accepted accounting principles and practices in separate account to meet this requirement:

10. **Property management plan:**

The property acquired with this grant shall be maintained as permanent open space. Describe a plan to meet this requirement:

Describe open space uses for this property to maintain open space and flood control:

Vegetative buffers shall be established and maintained along lakes, ponds, wetlands, marshes, rivers, streams, and ditches. Department best management practices shall be employed to the greatest extent possible for the project. Whenever possible, the area of the vegetative buffer shall extend at least 75 feet from each edge of the surface water or wetland. There may be no activity that adversely affects the natural flow of surface or underground waters within the area of the easement. (*see NR 199.08(b)e.*) Indicate your plan to meet this requirement:

Identify what ongoing maintenance activities will be needed (such as trash removal, surveillance, vehicle/visitor control, exotic species removal, controlled burning, etc.):

Identify who will be responsible for maintaining the property and implementing the plan:

Identify any partners who will play an active role:

APPENDIX: Attach map showing property locations, boundaries, and existing conditions. This map may also be used to identify any hazardous conditions for the requirement of DNR form 1800-001 Environmental Hazards Assessment.

Print name and title of person completed by: _____

Signature: _____

Date completed: _____